



**Dodge County Human Services and Health  
Department  
199 County Road DF – Juneau, Wisconsin 53039-9512  
Public Health Unit**

**How can I prepare now for COVID-19 to possibly impact my work place?**

- Prepare for increased number of absences
- Ensure sick leave policies are flexible and consistent
- Consider levels of occupation risk and impact on vulnerable employees

**How can I slow or prevent COVID-19 in my workplace?**

- Communicate with employees and customers the steps you are taking to keep them safe
- Practice and promote good hand hygiene
- Involve your human resources department, local health department or employee health for further guidance on leave policies, travel guidance, and isolation requirements.
- Develop policies and procedures to identify and isolate sick people quickly.
- Actively encourage employees with any acute respiratory illness to stay home.
- Encourage employees who have been exposed to a person with COVID-19 to stay home from work and self-monitor.
- Practice Social distancing, good sanitation and hygiene practices, and other barriers to protect staff and clients from infection.

**How long should I wait before disinfecting an area where a person with COVID-19 has been present?**

- Wait 24 hours before beginning to clean and disinfect. Keep outside doors and windows open and focus on frequently touched surfaces.

**When can an employee recovering from COVID-19 return to work?**

- They are free of fever ( $>100.4^{\circ}\text{F}$ ) AND/OR respiratory symptoms (for example, cough, shortness of breath) for at least three days (72 hours) without the use of fever-reducing medicine; AND
- Seven days have passed since symptoms first appeared.

One of my employees tested positive for COVID-19. How do I decide to maintain operations?

- Make these decisions on a case by case basis
- Take into consideration the location, duration, and route of exposure.
- Characterize the effect of the exposure on staff by determining the number and type of employees exposed.
- Assess the function of the business and the potential to spread within the business and from business to community.
- Local Public Health staff will assist you in making difficult decisions if staff are positive for COVID 19.

### **What are essential and nonessential businesses?**

The Wisconsin Economic Development Center has a declaration page for essential businesses. You can visit it at: <https://wedc.org/essentialbusiness/>

### **How can I find out if my business is essential?**

You can find out if your business is essential by visiting: <https://wedc.org/essentialbusiness/>

All nonessential business and operations must close and cease all activities at facilities located in Wisconsin.